

# Instructions for changing upcoming courses and text in slider at FastTrack web site

## Changing the information for the upcoming courses page.

1. Make sure that you are logged in:  
You can tell if you are logged in if there is a black bar at the time that says “Hello, Susan Sussman” on the right.



If you do not see that, then click the login link which is the far right link of the main navigation at the top.

2. In the main navigation click on “Upcoming Classes”.
3. For each class that needs updating, you need to adjust the date for each of the payment methods.

### FastTrack 60-hour Foundational Coach Training Program

Next cohort begins Tuesday, May 31, 2016 10:00 AM EDT

|      |  |        |                 |   |
|------|--|--------|-----------------|---|
| Edit | Pay in Full  | Detail | \$3600, \$3,300 |  ADD TO CART |
| Edit | Pay first of 6 automatic monthly payments of \$625 | Detail | \$625           |  ADD TO CART |
| Edit | Pay \$1600 now pay \$2000 before first class       | Detail | 1600            |  ADD TO CART |

You will need to edit the date/time for each of the payment methods that exist for a given class.

4. Click on “Edit” next to “Pay in Full” for the class you want to update.
5. Change the “From” and “To” dates and times (if necessary -- if the time is the same for the new class then you don’t need to change that).
6. Don’t change any other fields other than the time and date.
7. Click “Save” at the bottom.

8. Now click edit for each of the other payment methods and change the date and save. (Note: this may not seem necessary as the date for the class may have updated to the new date after you edited just one payment method. In order to prevent problems and unexpected results, make sure to update the date for each payment method.)

## Updating Information in the Slider

1. Make sure that you are logged in
2. Click on "LayerSlider" In the black menus on the top
3. Click "Edit" on "FT slider"
4. Click on button titled "Layer #4"
5. Look for Field "Custom HTML"

### Custom HTML content

```
<span style="font-size:30px; line-height:80px">Upcoming Classes</span><br>
<span style="color:yellow;">Foundational Coach Training</span><br>
Tuesdays 10 am - Noon Eastern Time<br>
Beginning May 31, 2016<br><br>

<span style="color:yellow;">FastTrack to Business Success</span><br>
Wednesdays 7-9 pm Eastern Time<br>
Beginning June 29, 2016
```

6. Ignore what you don't understand inside the < and > symbols and just edit the text you recognize that needs changing.
7. Click "Save Changes" at bottom.
8. Test by going to the home page (click on home symbol  in the upper left of black menus on the top.